

2024 TB Training and Education Needs Assessment – The U.S.-affiliated Pacific Islands – Online Survey

STLT Generic Information Collection Request
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Supporting Statement – Section B

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Program Official/Project Officer

Carissa Bisnath

Health Education Specialist

CDC/NCHHSTP/DTE/CEBSB/ETBS

1600 Clifton Rd Atlanta, GA 30333

404-718-6469

ldo7@cdc.gov

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Section B – Data collection Procedures

1. Respondent Universe and Sampling Methods

In the U.S.-Affiliated Pacific Islands (USAPI), health departments conduct essential public health services work for tuberculosis (TB) prevention and control in partnership with laboratories, hospitals, community health centers, airport quarantine stations, and non-governmental organizations. The health department may require collaboration from these entities to fulfill their TB prevention and control work, therefore, these entities will be considered delegates for the purposes of this submission. This is necessary to get the complete picture of training and education needs for essential TB prevention and control services conducted in the USAPI region.

The following jurisdictions will be included in the assessment: American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, Guam, the Republic of Palau, and the Republic of the Marshall Islands.

A previous USAPI TB needs assessment was conducted in 2018 and we anticipate the respondent universe for the present assessment to be similar:

Table 4. Primary Work Setting (n=78)

Work Setting	Number	%
Health department	40	51%
Laboratory	11	14%
Hospital	10	13%
Community health center	9	12%
Airport quarantine station*	4	5%
Other, please specify	4	5%
Total	78	100%

*Identified from the "other" category.

2. Procedures for the Collection of Information

Data will be collected via Survey Monkey and respondents will be recruited through a notification (see **Attachment B - USAPI Needs Assessment Survey Invitation Email**) to the respondent universe. The notification email will explain:

- The purpose of the data collection, and why their participation is important
- Instructions for participating
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the instrument
- Contact information for the project team

Participants will have 6 weeks to complete the survey. The CDC team will send out the needs assessment via the Survey Monkey link, outlining the goals/objectives of the survey and

deadline for submission. Respondents will be reminded one week before the deadline to complete the survey. At the proposed deadline, participants who have been sent the survey and not completed we receive one final reminder.

Once the data collection period has ended, online survey response will be downloaded from Survey Monkey and saved on the secure CDC shared drive in a folder only accessible to DTBE staff involved in the project. The data will be cleaned and analyzed in SPSS and Excel.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the data collection is voluntary, the project team will make every effort to maximize the rate of response. The data collection instrument was designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden.

Following the distribution of the invitation to participate in the data collection, (Attachment B - USAPI Needs Assessment Survey Invitation Email), respondents will have 30 business days to complete the instrument. Those who do not respond within 25 business days will receive a reminder (Attachment D – reminder email) urging them to complete the instrument. Those who do not respond within 5 business days from the reminder email will be considered non-responders.

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the data collection instrument by 4 public health professionals. In the pilot test, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 15 minutes (range: 10 to 25 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 25 minutes) is used.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Carissa Bisnath

- Health Education Specialist
- CDC
- 1600 Clifton Rd. Atlanta GA 30333
- 404-718-6469
- Ldo7@cdc.gov

Elise Caruso

- Behavioral Scientist
- CDC
- 1600 Clifton Rd. Atlanta, GA 30333
- 404)718-6236
- Oby5@cdc.gov

Megan Keaveney

- Behavioral Scientist

- CDC
- 1600 Clifton Rd. Atlanta GA 30333
- 770-530-8329
- Pnu0@cdc.gov

Nick DeLuca

- Supervisory Health Education Specialist
- CDC
- 1600 Clifton Rd. Atlanta, GA 30333
- 404-639-5389
- Ncd4@cdc.gov

Derrick Felix

- Public Health Advisor
- CDC
- 1600 Clifton Rd. Atlanta GA 30333
- (404) 639-8342
- Dnf2@cdc.gov

LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

Attachment A – USAPI Needs Assessment Survey

Attachment B – USAPI Needs Assessment Survey Invitation Email

Attachment C – Online survey

Attachment D – Reminder Email to Complete Survey